TIPS ON CHART

The following are some tips to aid you in using CHART to apply for Navy jobs.

TIP #1   When you set up your account, make sure you remember your password, write it down! You will need it for future use.   The Job Kit was updated on 1 May 06. Be sure to follow the instructions that are provided in that kit. Also make sure you complete the Additional Data Sheet (ADS) properly.

TIP #2   After your resume has been created and saved, make sure you submit it to a specific job announcement by using **Search for Jobs** and **APPLY NOW.** The current announcements that are open continuously are DON wide. This means that you do not have to put resumes in the system for different regions. The ADS has a complete list of the different geographical locations that your resume may be used for. Make sure you mark every location you wish to be considered for.

Be sure to include your e-mail address and keep it updated if it changes.
A courtesy copy of your resume will be emailed to you. Please review it for accuracy.
Also make sure that your address and contact phone numbers are kept accurate.

The same resume can be re-used to apply for other announcements. Open the announcement you wish to apply for, click on **APPLY NOW** and follow the instructions. You should receive confirmation that your resume has been received.

TIP #3   Keep track of your resume through "**MY STATUS**" Your resume will be unavailable if: (1) it is more than **6 months old**; (2) you are hired/promoted permanently in any position via a Resumix certificate; or (3) you request to have your resume removed.   If you change your resume for any reason, make sure you re-submit it to all the jobs you wish to be considered for. Updating your resume will not automatically resubmit.

TIP #4   It is very important that you complete the ADS Sheet thoroughly. Do not leave any of the questions unanswered. If you are prior military, make sure you mark the correct box under Question 6 (Entitlement to Veterans Preference) of the ADS. The sheet also now asks for the lowest salary you will accept. Make sure you complete this section. Failure to submit an accurate and complete resume and ADS could cause you to lose consideration. If you submit an inaccurate /incomplete resume or ADS your name may not be referred on a certificate of eligible candidates and will NOT be added to the certificate after it has been issued. .

TIP #5 When submitting a resume to Resumix for an External announcement there will be a section of Occupational Tasks identified. If you do not answer those task questions, you will not be considered for the vacancy. External announcements will have the letters "DE" at the end of the announcement number and will be open to "All U.S. Citizens".

TIP #6 Read the Quick Tip and all other information on the website. There is an abundance of information, to include a sample resume, resume tips, and an explanation of the One Resume Policy. Other information is listed under the Applicant Information section. There are also Frequently Asked Questions (FAQs) that provide further information. Should you have other questions that cannot be answered in these sections or you have technical problems with submitting your resume, you can use the Contact the Webmaster link at the bottom of the CHART main screen.

TIP #7 When developing your resume, save your work frequently to avoid losing your hard work if there should be a disruption in your session.

TIP #8 Be aware that there are periods of time when the CHART website, like all others, is unavailable due to planned maintenance and unforeseen problems such as power outages, repairs, etc. KEEP YOUR RESUME CURRENT! Review regularly by using "My Status".

TIPS ON FILLING OUT YOUR RESUME

TIP #1 Start and end dates of employment should be listed with month and year; also include the number of hours you work each week in that particular position.

TIP #2 If you hold a Federal position make sure you include your position title, pay plan, series and grade.

TIP #3 Make sure you include the last date you were promoted to the **GRADE** you hold now, **NOT** the date you received your last step increase.

TIP #4 When describing your duties, don't be vague. Experience should be simple and straightforward but thorough. Give only essential information, what you actually did on the job. Your resume should not be tailored to one specific job, concentrate on providing all relevant experience, education and training that shows you are well qualified for **all** the positions you will likely apply for.

TIP #5 Use action words such as "designed, implemented, planned, negotiated, prepared, etc.

TIP #6 It is ok to use acronyms but also spell them out at least once for readers unfamiliar with the terms

TIP #7   Keep paragraphs short. This makes it easier to read. You can have more than one paragraph to describe a set of duties. **DO NOT** just use bullets to describe your duties. Be sure to spell check, if a word is misspelled, it may not match against a skill that is being used to search applications.